

STANDARD TWINNING LIGHT PROJECT FICHE

1. Basic Information

- 1.1 Publication notice reference:
- 1.2 Programme: Transition Facility IPA/2013/24986 (Annex of C (2013) 8057 final); Institution Building Envelope
- 1.3 Twinning Number: HR 14 IPA JH 06 16 TWL
- 1.4 Title: Processing of traces on clothing - from crime scene to forensic experts reports (CRO TRACE)
- 1.5 Sector: Justice and Home Affairs
- 1.6 Beneficiary country: Republic of Croatia

2. Objectives

2.1 Overall objective:

The overall objective is to enhance capacities of the Ministry of Interior (MoI) to effectively combat crime within the EU and international environment in line with the related European policies and strategies.

2.2 Project purpose:

The project purpose is to strengthen capacities of the Forensic Science Centre (FSC) “Ivan Vučetić” of the MoI for multidisciplinary forensic investigation of crime and to strengthen capacities of the Criminal Police Directorate of the MoI to combat crime by enhancement of processing of the crime scene and preparing evidence for further processing.

2.3 Contribution to Accession Treaty/Relevant national documents:

Accession Treaty

Following the signature of the Accession Treaty on 9 December 2011 and its ratification procedure in the Member States, Croatia joined the European Union on 1 July 2013 as the 28th Member State. This Twinning light project is in compliance with general objectives set in the Accession Treaty.

Treaty on the Functioning of the European Union

This Twinning light project is in line with the objectives of the Treaty on the Functioning of the European Union: *The Union shall establish police cooperation involving all the Member States' competent authorities, including police, customs and other specialized law enforcement services in relation to the prevention, detection and investigation of criminal offences. (...) European Parliament and the Council (...) may establish measures concerning:*

- (a) *the collection, storage, processing, analysis and exchange of relevant information;*
- (b) *support for the training of staff, and cooperation on the exchange of staff, on equipment and on research into crime-detection;*
- (c) *common investigative techniques in relation to the detection of serious forms of organized crime.*

European Security Strategy

This Twinning light project is also in line with the *European Security Strategy* under *Section I. The Security Environment: Global Challenges and Key Threats* in relation to combat against terrorism and organised crime.

Strategic plan for the Ministry of Interior and other institutions involved in protection and rescue for the period 2014 – 2016 and 2015 – 2017

This Twinning project is in accordance with the objective “*Decrease criminal behavior*” which *inter alia* states the following goals: to reduce the risk of criminal behaviour, improve prevention of criminal behaviour and to improve crime prevention. Among methods of achieving the abovementioned goals are: improving the work of the criminal police, improving the effectiveness of combating corruption and organized crime and strengthening cooperation between the police and the judiciary.

With up-to-date practices, methods and equipment, this Twinning light project will help increase the quality and provide additional information for examination of evidence on clothing submitted for multidisciplinary forensic examination. This will result in enhancing capacities of Criminal police and Forensic Science Center as well as their efficiency in combating crime.

3. Description

3.1 Background and justification:

From the early 20th century forensic scientists use trace evidence in investigations in order to reconstruct crimes, and to describe the people, places and things involved in them. Trace evidence is created when objects contact. Traces on clothing, hair, soil, wood, gunshot residue and pollen are only a few examples of trace evidence that may be transferred between people, objects or the environment during a crime. For example, a clothing sample obtained from a suspect's person can be identified through scientific analysis as originating from a garment worn by the victim. The analysis of the clothing evidence can help establish if the victim and suspect were in the same area and potentially link a suspect and a victim to a mutual location.

Evidences found at the crime scene have to be recognized as having potential significance to the investigation before the most appropriate analytical approaches can be designed and decisions made as to what testing is necessary. This leads to better case solutions while simultaneously making the best use of forensic laboratory resources. Trace evidence examiners greatly benefit from advancements in this forensic discipline. To increase the value of trace evidence, it is important to improve and enhance the capacities of the forensic experts to identify, analyse and interpret evidence.

Micro and macro traces on the victims or/and suspects clothing are very significant for whole criminal and justice process, from crime scene investigation, forensic examination to court. Examination on clothing has most importance in accidents and in criminal cases like homicide, suicide, or other cases where physical injuries were caused by firearms, weapons or other instruments used for the same purpose. In Croatia, there are approx. 2200 of cases which fall in one of these categories per year, which is about 4% of total number of criminal cases in a year.

There is a need for systematic work planning and continuous education of forensic experts included in evidence handling. Important goal of this Twinning light project is to increase capacities of FSC “Ivan Vučetić” experts for multidisciplinary examinations conducted on the same evidence sample i.e. in order to maximize the information extracted from the available trace

evidence. To achieve this goal, considering the differences in capacities of various police departments in the Croatia, FSC “Ivan Vučetić” capacities and continuously increasing demands in results interpretation, in line with advances in technology, it is necessary to harmonise all process levels procedures and define operating instructions from crime scene through laboratory to the court.

Areas of multidisciplinary trace evidences investigations covered by this Twinning light project are visual examination of clothing and other submitted materials, gunshot residue analysis on Scanning Electron Microscopy with Energy Dispersive X-ray spectroscopy (SEM/EDX), Gunshot Residue (GSR) collection on clothing, Micro x-ray fluorescence (μ XRF) GSR and glass analysis, chemo-graphic color tests on clothing and other submitted materials as well as Glass Refractive Index Measurement (GRIM3) glass analysis.

Through this Twinning light project current procedures will be analysed and Standard Operating Procedures will be prepared for the above mentioned areas of trace forensic analysis. Moreover, analysis of existing educational materials will be conducted and new training programmes and materials will be developed. Trainings and study visit will be conducted in order to further strengthen capacities of the FSC “Ivan Vučetić” related to multidisciplinary forensic investigation of crime and of the Criminal Police Directorate of the MoI related to processing of the crime scene and preparing evidence for further processing.

3.2 Linked activities:

IPA 2013 Twinning project “Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data” (CRO DNA/DKT)

This project consists of two components: Twinning (HR 13 IPA JH 02 16) and Supply. The purpose of the Supply component is to procure and install automated robotic equipment for DNA analyses, and to educate the staff on usage of the procured equipment. The purpose of twinning component is to develop procedures for the automated exchange of DNA and dactyloscopic data and training of forensic science experts in order to establish preconditions for implementation of Prüm Decisions. The equipment from the Supply component is expected to be procured and installed by 1st quarter 2017, while the start of the implementation of the Twinning component is tentatively envisaged for 3rd quarter 2017.

Transition Facility Twinning project “Implementing Next Generation Sequencing (NGS) technology in DNA forensic science laboratory” (CRO NGS)

The purpose of this Twinning project (HR 14 IPA JH 05 16 R) is to develop procedures for implementing and using of the Next Generation Sequencing (NGS) technology and training forensic DNA experts in order to upgrade efficiency of forensic science DNA laboratory of the MoI to effectively combat crime. The project is expected to start in the 1st quarter 2017.

Transition Facility Twinning project “Disaster victim identification in natural and accidental disasters and terrorism acts (CRO DVI)”

The purpose of this Twinning project (HR 14 IPA JH 04 16) is to improve efficiency of FSC “Ivan Vučetić” in order to provide fast and effective response in case of mass disaster incidents (MDI) through acquisition of knowledge and skills as well as experience exchange within the international environment. The project is expected to start in the 4th quarter 2016.

Transition Facility Twinning light project “Strengthening capacities of the Ministry of Interior in the field of biometric face identification” (CRO BFI)

The purpose of this Twinning light project (HR 14 IPA JH 02 16 TWL) is to increase capacities

of forensic experts in the Department of dactyloscopy and identification within the FSC “Ivan Vučetić” in the area of facial biometric identification. The project is expected to start in the 4th quarter 2016.

Transition Facility Twinning light project “Advanced biostatistics in routine forensic DNA casework” (CRO STAT)

The project purpose of this Twinning light project (HR 14 IPA JH 03 16 TWL) is to develop procedures for implementing and using of advanced statistical programs for DNA mixtures and familial/relatives search and to train forensic DNA experts in order to enhance the efficiency of the Forensic Science Centre (FSC) “Ivan Vučetić” of the MoI and to consequently increase police and judicial cooperation. The project is expected to start in the 4th quarter 2016.

IPA 2011 Twinning project “Strengthening capacities of the Ministry of Interior to combat cybercrime”

The purpose of the project (HR/11/IB/JH/01), which started in June 2014 and ended in January 2016, with Spanish and Austrian Twinning partners was to develop capacities of the FSC to provide support to investigating cybercrime, as well as the expertise and evidence for processing and prosecuting of such criminal offences, following the best practices of the EU Member States. Furthermore, its purpose was to enhance the capacities of the Criminal Police Directorate to investigate cybercrime, including the ability to exchange information and cooperate with the relevant law enforcement agencies of other countries and to operate in line with the EU anti-cybercrime initiatives. More specifically, this project achieved the following results: Standard Operating Procedures for collection, examination, analysis and reporting on electronic evidence according to ISO 17025 standard and ENFSI procedures developed, Training programme and training manual, including training of trainers programme and corresponding materials, on forensic cybercrime investigation for forensic science experts prepared, Capacity of forensic science experts on providing cybercrime forensic services strengthened, Comprehensive Assessment Report with recommendations for improvement of the system for fighting cybercrime prepared and Standard Operating Procedures for cybercrime investigations drafted, Proposal of the new organisational model of the Criminal Police Directorate and of Police Administrations - PA Zagrebačka, PA Splitsko-dalmatinska, PA Primorsko-goranska, PA Osječko-baranjska, PA Istarska prepared and presented to the General Police Directorate management, Capacity of the Criminal Police Directorate for fighting cybercrime strengthened and Capacity of the Police Academy to provide training on fighting cybercrime enhanced.

There is no overlapping between the mentioned projects and this Twinning light project.

3.3 Results:

Component I: Strengthening capacities of FSC “Ivan Vučetić” for multidisciplinary forensic investigation of crime

Result 1.1: Standard operating procedures (SOP) for multidisciplinary traces examination prepared

Indicators of achievement:

- Comparative analysis of practices applied in the area of visual examination of clothing and other submitted materials in at least two EU Member states conducted and corresponding report with recommendations prepared
- Analysis of existing SOP conducted and new versions of SOP prepared according to ISO 17025 standard and ENFSI procedures for areas of:
 - visual examination of clothing and other submitted materials and sampling of traces on

- submitted materials
 - chemo-graphic colour test on clothing and other submitted materials
 - gunshot residue collection on clothing and other submitted materials
- SOP for μ XRF glass and GRIM3 glass analysis and results interpretation according to ISO 17025 standard and ENFSI procedures prepared

Result 1.2: Capacity of forensic experts for multidisciplinary traces examination strengthened

Indicators of achievement:

- Training manual for gunshot residue analysis and results interpretation on SEM/EDX prepared
- Trainings on visual examination of clothing and other submitted materials and sampling of traces on submitted materials (at least 10 participants) and on gunshot residue analysis and results interpretation on SEM/EDX (at least 2 participants) based on prepared training manual and/or SOP organized and conducted
- Training programmes, training of trainers (ToT) programmes and training manual for chemo-graphic colour tests on clothing and other submitted materials; μ XFR gunshot residue samples preparation, analysis and results interpretation; μ XFR glass analysis and results interpretation; GRIM3 glass analysis and results interpretation prepared
- Based on prepared training programmes, ToT programmes and/or prepared SOP, trainings for:
 - chemo-graphic colour tests on clothing and other submitted materials (at least 5 participants)
 - μ XFR gunshot residue samples preparation, analysis and results interpretation (at least 2 participants)
 - μ XFR glass analysis and results interpretation (at least 3 participants)
 - GRIM3 glass analysis and results interpretation (at least 4 participants) organized and conducted
- Study visit in EU Member state (5 participants, 5 working days) organized and conducted

Component II: Strengthening capacities of the Criminal Police Directorate in the area of collecting and preparation of evidence for further processing

Result 2.1: Capacity of crime scene experts in the area of collecting and preparation of evidence for multidisciplinary forensic investigation of crime strengthened

Indicators of achievement:

- Analysis of the relevant procedures and practices of criminal police officers related to preparing evidence conducted and analysis report prepared
- Analysis of the relevant procedures and practices related to cooperation of criminal police officers and forensic science experts conducted and analysis report prepared
- Standard Operating Procedures in the area of collection and preparation of trace evidence prepared
- Training needs analysis (TNA) of criminal police officers conducted and TNA report prepared
- Analysis of relevant educational material of Police Academy¹ related to preparation of evidence for further processing conducted and analysis report with recommendations for improvement of the educational material prepared
- Training programme, ToT programme and training manual related to collection and preparation of evidence for further processing prepared
- Based on training programme, ToT programme and training manual, training for at least 5

¹ The activity is expected to also include analysis of specialized courses for police officers (Police High School and Police College).

experts on collection and preparation of evidence for further processing organized and conducted

3.4 Activities:

Member State is kindly requested to develop activities in the submitted proposal which are needed in order to achieve the results stipulated in the fiche.

Minimum two visibility events will be organized in the course of the implementation of the project; Kick-off meeting at the start of the implementation and the Final meeting at the end of the implementation of the project activities.

3.5 Means/ Input from the MS Partner Administration:

MS Project Leader may participate in the project also as the short-term expert (STE) and in this case the MS Project Leader should satisfy requirements stipulated in the fiche for both the Project Leader and the relevant STE profile.

3.5.1 Profile and tasks of the Project Leader

Profile of the Project Leader

Requirements:

- University level education or equivalent professional experience of 10 years in law enforcement services
- Minimum 5 years of experience in law enforcement services
- Experience in the field of forensics
- Experience in project management
- Working level of English language
- Computer literacy
- Proven contractual relation to public administration or mandated body, as defined under Twinning manual 5.4.5

Assets:

- Experience in implementation of forensic EU standards
- Experience in international police cooperation
- Experience in the field of forensic science

Tasks of the Project Leader

- Overall responsibility of the project, support and coordination of all activities in the Beneficiary Country in cooperation with the BC Project Leader and experts engaged in undertaking activities
- Overall coordination of MS experts' work and availability
- Ensuring sound implementation of envisaged activities
- Coordination and networking with relevant institutions in the BC and in the MS
- Organization of visibility events (kick-off and final events)
- Organization of study visit
- Participation in Steering Committee meetings
- Project reporting
- Ensuring backstopping and financial management of the project in the MS

3.5.2 Profile and tasks of the short-term experts

For each of the proposed experts in the submitted proposal the Member State(s) is kindly requested to indicate the expert's profile.

Profile of the Short-term expert 1 (STE1) – Trace evidence forensic expert

- University level education or equivalent professional experience of 8 years in law enforcement services and/or in forensics
- Minimum 3 years of experience in the field of trace evidence investigation
- Working level of English language
- Computer literacy
- Proven contractual relation to public administration or mandated body, as defined under Twinning manual 5.4.5

Assets:

- Experience in conducting visual examination of clothing and/or other materials
- Experience in conducting chemo-graphic colour test on clothing and/or other materials
- Experience in conducting SEM/EDX gunshot residue analysis
- Experience in conducting μ XRF gunshot residue analysis
- Experience in conducting μ XRF glass analysis
- Experience in conducting GRIM3 glass analysis
- Experience in conducting trainings

Tasks of the Short-term expert 1:

- Close cooperation with the Croatian experts in undertaking all activities
- Providing professional advice to Croatian experts during the project implementation period
- Undertaking all activities and achieving the mandatory results related to specific results such as:
 - Conducting analysis of the existing Standard Operating Procedures and preparing new Standard Operating Procedures for multidisciplinary traces examination
 - Conducting comparative analysis of practices applied in the area of visual examination of clothing and other submitted materials in at least two EU Member states and preparing corresponding report
 - Preparing training programmes and ToT programmes related to multidisciplinary traces examination
 - Preparing training manual related to multidisciplinary traces examination
 - Organizing and conducting trainings and trainings of trainers for forensic experts on different topics related to multidisciplinary traces examination

Profile of the Short-term expert 2 (STE 2) – Expert for crime scene investigation

Requirements:

- University level education or equivalent professional experience of 10 years in law enforcement services or in the field of forensic science
- Minimum 3 years of experience in the field of crime scene investigation
- Working level of English language
- Computer literacy
- Proven contractual relation to public administration or mandated body, as defined under Twinning manual 5.4.5

Assets:

- Experience in conducting trainings in field of crime scene investigation
- Experience in drafting procedures in field of crime scene investigation

Tasks of the Short-term expert 2:

- Close cooperation with the Croatian experts in undertaking all activities
- Providing professional advice to Croatian experts during the project implementation period
- Undertaking all activities and achieving the mandatory results related to specific results such as:
 - Conducting analysis of procedures and practices related to collection and preparation of trace evidence for further processing and preparing corresponding report
 - Conducting analysis of procedures and practices related to cooperation between criminal police officers and forensic science experts and preparing corresponding report
 - Conducting training needs analysis (TNA) for the forensic science experts and preparing corresponding TNA report
 - Conducting analysis of existing training programmes and preparing corresponding report
 - Drafting training programme and ToT trainers programme
 - Preparing training manual and SOP in field of collection and preparation of trace evidence
 - Organizing and conducting training and training of trainers for Criminal Police Directorate employees

Note:

The pool of experts should include:

- At least one short-term expert who in addition to the respective profile requirements has experience in gunshot residue analysis
- At least one short-term expert who in addition to the respective profile requirements has experience in glass analysis

4. Institutional Framework

The beneficiary institution of the project is Ministry of Interior (MoI) of the Republic of Croatia.

Criminal Police Directorate and Forensic Science Centre “Ivan Vučetić” within the General Police Directorate of the MoI will be directly involved in the implementation of activities. Forensic Science Centre “Ivan Vučetić” provides forensic expertise in the following areas: documents, DNA, drugs, fibers, finger prints, firearms, fire and explosion, handwriting, marks, paint, road accident analysis, cybercrime and when needed crime scene investigations and forensic services to the Ministry of Defense and the Customs. Forensic experts’ reports are sent to the ordering authority and become part of important documentation in the course of criminal investigation and judicial proceeding. Forensic science experts are often called upon the main hearing in court in order to corroborate the evidences according to their expertise.

The Department of Traseology within FSC “Ivan Vučetić” performs wide range of expertise, mainly firearms examinations and gunshot residue traces analysis, tool marks and shoeprints examinations, road accident and cybercrime analysis. The Department of Traseology employs 22 persons of which 14 are forensic science experts of three different ranks and 8 are technicians.

Criminal technical division within Criminal Police Directorate works in all 20 Police Departments and 70 Police Stations. Within all Departments and Stations there are 443 authorized personnel working in Criminal technical division. Employees mainly work as crime scene investigators who find, document, collect and prepare traces for further investigation. They help and assist district attorney, investigators and other police officers who are in charge of crime scene investigation.

The results of the project will not lead to a change of the institutional framework.

Two Steering Committee meetings will be held for the purpose of reviewing the progress made under the project as well as to discuss results achieved and/or problems occurred. The first Steering Committee meeting will be held during the third month of project activities implementation in order to discuss and comment the draft start-up report. The second Steering Committee meeting will be organised during the last month of the implementation period of the Action to discuss the draft final report. It should be noted that the participation of the Member State Project Leader in Steering Committees meetings has to be combined with expert missions in case the Member State Project Leader is also a short-term expert in the Twinning light project. If the Member State Project Leader is not short-term expert in the Twinning light project then his visits to Croatia, (one visit every three months) as part of his overall task to ensure coordination and political steering of the project, should be organised at the same time as the two Steering Committee meetings of the project.

The exact participants of the Steering Committee meetings will be defined during the implementation of the project, but will at least include the following members:

- BC Project Leader
- MS Project Leader
- CFCA Project Manager
- MRDEUF Sector Manager

The beneficiary is committed to provide all necessary infrastructure such as office space and desktop computers with internet connection for experts, venue for holding seminars and workshops, and to ensure the necessary local staff/experts inputs.

5. Budget

Processing of traces on clothing - from crime scene to forensic experts reports (CRO TRACE)	Transition Facility Contribution	National Co-financing	TOTAL
Twinning Light Contract	198.000 EUR (90%)	22.000 EUR (10%)	220.000 EUR

The total amounts of the Transitional Facility Contribution and National Co-financing stipulated in the above table represent the total maximum amounts and therefore, they may be reduced at the level of the Twinning light contract, while the relevant ratio (percentages) should be maintained as fixed.

The co-financing requirement foreseen under Transition Facility will be considered fulfilled according to the provision of the relevant Financing Decision.

Interpretation costs will be reimbursed from the budget only for the purpose of workshops and seminars, up to 7% of the Contract amount can be used for translation and interpretation purposes.

Provisions for visibility costs and expenditure verification costs should be included in the budget.

6. Implementation Arrangements

6.1 Implementing Agency responsible for tendering, contracting and accounting:

Central Finance and Contracting Agency (CFCA)

Ulica grada Vukovara 284, object C

10000 Zagreb, Croatia

Mr Tomislav Petric, Director

Phone: +385 1 6042 400

Fax: +385 1 6042 598

E-mail: procurement@safu.hr

Twinning Administrative Office

Central Finance and Contracting Agency

Ulica grada Vukovara 284, object C

10000 Zagreb, Croatia

Ms Nirvana Sokolovski, Twinning NCP

Phone: +385 1 6042 400

Fax: + 385 1 60424 598

E-mail: twinning@safu.hr

6.2 Main counterpart in the BC:

Senior Programme Officer (SPO):

Mr Krešimir Perović, Acting Head of Independent Sector for Schengen Coordination and European Union Projects

Ministry of Interior

Ulica grada Vukovara 33

10000 Zagreb, Croatia

Phone: +385 1 61 22 561

Fax: +385 1 61 22 461

E-mail: kperovic@mup.hr

BC Project Leader:

Mr Dražen Mayka, Assistant Director of Forensic Science Centre

Ministry of Interior

Ilica 335

10000 Zagreb, Croatia

6.3 Contracts:

It is envisaged that the Project will be implemented through one Twinning light contract, with the maximum amount of 220.000,00 EUR.

6.4 Reporting:

The Start-up Report will cover first two months of the contract and will be submitted during the third month.

The Start-up report should:

- Clearly define the aims and purpose of the aid provided by the project,
- Give detailed description of the content of particular parts of the project,
- Work out in detail the activities carried out and the results achieved,
- Work out in detail all modifications agreed with the beneficiary institution,
- Review difficulties met during the implementation of the project and measures that were undertaken for their removal,
- Provide all findings obtained in the meanwhile and preliminary conclusions, and
- Contain a general plan of activities for the implementation of the remained duration of the project.

The Final Report shall be submitted within three months upon the completion of the project activities and in any case within the legal duration of the project, and it should contain the following:

- Complete review of all activities carried out by MS experts during the implementation of the project,
- Achieved progress concerning each activity,
- Summary of all project results, with particular emphasis on mandatory results,
- Estimation of the project impact compared with the project aims and measures of the achieved progress,
- Identification of all important problems met during the implementation of the contract and solutions that have been applied,
- Lessons drawn from the project, and
- Recommendations for further steps in future projects

The reports must be endorsed and countersigned by the beneficiary, who may make additional comments. Reports shall be submitted to Ministry of Interior, the Central Finance and Contracting Agency, the Ministry of Regional Development and EU Funds and the concerned service of the European Commission in a form of 3 hard copies and an electronic version. All reports should be written in English.

6.5 Language:

Working language of the project will be English.

7. Implementation Schedule (indicative)

7.1 Launching of the call for proposals: 3Q 2016

7.2 Start of project activities: 4Q 2016

7.3 Project completion: 2Q 2017

7.4 Duration of the execution period (number of months): 9 months; the execution period will end 3 months after the implementation period of the Action (work plan) which will take 6 months.

8. Sustainability

The Ministry of Interior shall provide support for effective project implementation, which will guarantee the adequate sustainability of project results.

Through this Twinning light project capacities of the Forensic Science Centre (FSC) for multidisciplinary forensic investigation of crime will be strengthened through development of updated and new Standard Operating Procedures for different areas of traces forensic examination, through developed training programmes and manuals and conducted trainings. Furthermore, study visit will be organized in order to receive hands-on experience from another Member State. Training of trainers programmes will be prepared and implemented thus ensuring transfer of knowledge even after the project implementation.

Capacities of the Criminal Police Directorate of the MoI related to processing of the crime scene and preparing evidence for further processing will also be enhanced through conducted analysis and produced recommendations for improvement of procedures and through prepared and conducted training and training of trainer programme.

Sustainability of the mandatory results will be additionally ensured through continuous use of project outputs and continuous education of beneficiary employees.

9. Crosscutting issues

Based on the fundamental principles of promoting equality and combating discrimination, as provided in Croatia's legislation and practice, participation in the project will be guaranteed on the basis of equal access regardless of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

10. Conditionality and sequencing

Not applicable.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format

Annex 1. Logical framework matrix in standard format

Processing of traces on clothing - from crime scene to forensic experts reports (CRO TRACE)	Programme name and number: Transition Facility IPA/2013/24986 (Annex of C(2013) 8057 final); Institution Building Envelope		
Ministry of Interior (MoI)	Contracting period expires: 3 years from the day on which the Commission notifies the Republic of Croatia that all of its internal procedures necessary for the adoption of this Decision have been fulfilled.	Disbursement period expires: 4 years following the expiration of the contracting deadline.	
	Total budget: 220.000,00 EUR	Transition Facility 198.000,00 EUR (90%) National co-financing: 22.000,00 EUR (10%) ²	
Overall objective	Objectively Verifiable Indicators	Sources of Verification	
The overall objective is to enhance capacities of the Ministry of Interior (MoI) to effectively combat crime within the EU and international environment in line with the related European policies and strategies.	<ul style="list-style-type: none"> • Capacities of the Ministry of Interior to enhanced • Increased effectiveness of solving crime cases 	<ul style="list-style-type: none"> • Relevant Ministry of Interior reports and statistics • Relevant EC reports and statistics 	
Project purpose	Objectively Verifiable Indicators	Sources of Verification	Assumptions
The project purpose is to strengthen capacities of the Forensic Science Centre (FSC) "Ivan Vučetić" of the MoI for multidisciplinary forensic investigation of crime and to strengthen capacities of the Criminal Police Directorate of the MoI to combat crime by enhancement of processing of the crime scene and	<ul style="list-style-type: none"> • Standard operating procedures (SOP) for multidisciplinary traces examination prepared • Capacity of forensic experts for multidisciplinary traces examination strengthened • Capacity of crime scene experts in the area of collecting and preparation of 	<ul style="list-style-type: none"> • Twinning light project reports • Standard Operation Procedures • TNA reports • Training programmes • Training of trainers programmes • Training materials • List of participants on trainings • Study visit report 	<ul style="list-style-type: none"> • Full commitment of the MoI • Organizational, technical and infrastructure capacities necessary for implementation of the project in place • Human resources for the implementation of the project in place

² The total amounts of the Transition Facility Contribution and National Co-financing stipulated in the above table represent the total maximum amounts and therefore, they may be reduced at the level of the Twinning contract, while the relevant ratio (percentages) should be maintained as fixed. The co-financing requirement foreseen under Transition Facility will be considered fulfilled according to the provision of the relevant Financing Decision.

preparing evidence for further processing.	evidence for multidisciplinary forensic investigation of crime strengthened	<ul style="list-style-type: none"> • Documentation produced under the project (analysis report, recommendations etc.) 	
Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions
<p>Component I: Strengthening capacities of FSC “Ivan Vučetić” for multidisciplinary forensic investigation of crime</p> <p>Result 1.1: Standard operating procedures (SOP) for multidisciplinary traces examination prepared</p> <p>Result 1.2: Capacity of forensic experts for multidisciplinary traces examination strengthened</p>	<ul style="list-style-type: none"> • Comparative analysis of practices applied in the area of visual examination of clothing and other submitted materials in at least two EU Member states conducted and corresponding report with recommendations prepared • Analysis of existing SOP conducted and new versions of SOP prepared according to ISO 17025 standard and ENFSI procedures for areas of: <ul style="list-style-type: none"> o visual examination of clothing and other submitted materials and sampling of traces on submitted materials o chemo-graphic colour test on clothing and other submitted materials o gunshot residue collection on clothing and other submitted materials • SOP for μXFR glass and GRIM3 glass analysis and results interpretation according to ISO 17025 standard and ENFSI procedures prepared • Training manual for gunshot residue analysis and results interpretation on SEM/EDX prepared • Trainings on visual examination of clothing and other submitted materials and sampling of traces on submitted materials (at least 10 participants) and on gunshot residue analysis and results 	<ul style="list-style-type: none"> • Twinning light project reports • Standard Operation Procedures • TNA reports • Training programmes • Training of trainers programmes • Training materials • List of participants on trainings • Study visit report • Documentation produced under the project (analysis report, recommendations etc.) 	<ul style="list-style-type: none"> • Full commitment of the MoI • Organizational, technical and infrastructure capacities necessary for implementation of the project in place • Human resources for the implementation of the project in place

<p>Component II: Strengthening capacities of the Criminal Police Directorate in the area of collecting and preparation of evidence for further processing</p> <p>Result 2.1: Capacity of crime scene experts in the area of collecting and</p>	<p>interpretation on SEM/EDX (at least 2 participants) based on prepared training manual and/or SOP organized and conducted</p> <ul style="list-style-type: none"> • Training programmes, training of trainers (ToT) programmes and training manual for chemo-graphic colour tests on clothing and other submitted materials; μXFR gunshot residue samples preparation, analysis and results interpretation; μXFR glass analysis and results interpretation; GRIM3 glass analysis and results interpretation prepared • Based on prepared training programmes, ToT programmes and/or prepared SOP, trainings for: <ul style="list-style-type: none"> o chemo-graphic colour tests on clothing and other submitted materials (at least 5 participants) o μXFR gunshot residue samples preparation, analysis and results interpretation (at least 2 participants) o μXFR glass analysis and results interpretation (at least 3 participants) o GRIM3 glass analysis and results interpretation (at least 4 participants) • Study visit in EU Member state (5 participants, 5 working days) organized and conducted <p>• Analysis of the relevant procedures and practices of criminal police officers</p>		
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<p>preparation of evidence for multidisciplinary forensic investigation of crime strengthened</p>	<p>related to preparing evidence conducted and analysis report prepared</p> <ul style="list-style-type: none"> • Analysis of the relevant procedures and practices related to cooperation of criminal police officers and forensic science experts conducted and analysis report prepared • Standard Operating Procedures in the area of collection and preparation of trace evidence prepared • Training needs analysis (TNA) of criminal police officers conducted and TNA report prepared • Analysis of relevant educational material of Police Academy related to preparation of evidence for further processing conducted and analysis report with recommendations for improvement of the educational material prepared • Training programme, ToT programme and training manual related to collection and preparation of evidence for further processing prepared • Based on training programme, ToT programme and training manual, training for at least 5 experts on collection and preparation of evidence for further processing organized and conducted 		
<p>Activities</p>	<p>Means</p>	<p>Specification of costs</p>	<p>Assumptions</p>
<p>Activities to be implemented correspond to the activities developed in the selected MS proposal.</p>	<p>Analysis, consultations, preparation of documentation, presentation, seminar, workshops, study visit, conference.</p>	<p>Twinning light project: 220.000,00 EUR</p>	<p>In line with the assumptions specified for results.</p>
			<p>Preconditions: Not applicable.</p>